

CITY OF ALAMEDA RESOLUTION NO. _____

AMEND THE ALAMEDA CITY EMPLOYEES' ASSOCIATION SALARY SCHEDULE TO ADD THE CLASSIFICATION OF POLICE RECORDS SPECIALIST AND RECLASSIFY THE FOUR INTERMEDIATE CLERKS IN THE POLICE RECORDS DIVISION TO POLICE RECORDS SPECIALIST, EFFECTIVE JANUARY 19, 2021

WHEREAS, the Alameda Police Department requires a Records Division to maintain police records and reports; and

WHEREAS, the Records Division of Alameda Police Department requires staff with specialized knowledge; and

WHEREAS, the job duties of the Intermediate Clerk class currently used by the Records Division are overly broad and do not adequately describe the work currently being performed; and

WHEREAS, there are four intermediate clerk positions assigned to the Records Division of the Police Department;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Alameda that the Salary Schedule is hereby amended, as shown below, effective January 2, 2021 to establish the salary rates, ranges, salary steps and benefits for the classification of Police Records Specialist, and reclassifying the four Intermediate Clerk positions listed below as applicable to this classification in the service of the City of Alameda.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Hourly	\$23.72	\$24.89	\$26.13	\$27.44	\$28.82	\$30.24	\$31.77	\$33.35
Annual	\$44,403.84	\$46,594.08	\$48,915.36	\$51,367.68	\$53,951.04	\$56,609.28	\$59,473.44	\$62,431.20

Current Classification	Position Number	New Classification
Intermediate Clerk	PD.1510.002	Police Records Specialist
Intermediate Clerk	PD.1510.004	Police Records Specialist
Intermediate Clerk	PD.1510.005	Police Records Specialist
Intermediate Clerk	PD.1510.006	Police Records Specialist

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I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Council of the City of Alameda in a regular meeting assembled on the 19th day of January 2021, by the following vote to wit:

AYES

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said City this 20th day of January 2021.

Lara Weisiger, City Clerk
City of Alameda

APPROVED AS TO FORM:

Yibin Shen, City Attorney
City of Alameda